

Administrative Order



Administrative Order No.: 4-34

Title: Permitting of Film and Video Tape Productions

Ordered: 7/23/2002

Effective: 8/2/2002

AUTHORITY:

Section 2-11.14 of the Metropolitan Dade County Code.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 4-34, ordered March 1, 1977, and effective March 1, 1977.

POLICY:

The responsibility for issuing permits and establishing and collecting fees for use of County property, equipment and personnel by film or videotape producers, formerly administered by the office of the County Manager, is hereby centralized in the office of the Mayor to provide applicants a one point contact and expedite permit procedure requirements.

PROCEDURE:

Application for Permission to Film:

Any person, firm, corporation or association desiring to take still or moving pictures that involve use of special settings, structures or apparatus, or the performance of a cast of persons on property owned by or under the control of Miami-Dade County, Florida or any of its agencies shall apply to the Office of the Mayor for permission by permission submitting an Application for Permission to Film.

INSURANCE:

All applications must be accompanied by a certificate of insurance naming Dade County as a co-insured party. Minimum coverage for general liability including auto liability shall be \$1,000,000 with additional coverage required in unusual circumstances.

The applicant shall agree to assume all risks and be solely responsible for damages or injury to property or persons and hold harmless the County, its officers and employees, from any and all claims, suits, losses, damages, or injury.

BOND:

The County may require the Permittee to provide a bond, cash or surety, to insure performance of any agreements or conditions of a Permit. The amount of said bond will be determined by the County Manager or his designee.

FEES:

Fees will be charged to defray any special costs, exclusive of administrative costs, in providing personnel, equipment, or property for use by film or videotape producers. Fees will be assessed based on detailed information provided by the applicant regarding anticipated use of personnel, equipment, or property. Such fees will be collected at the time the permit is issued. If modification of anticipated permitted activities is necessary, modification of the Permit and the fees will be required.

COMPLIANCE WITH PERMITTED ACTIVITIES:

Department directors or their designated representatives may be present at the site of any film or videotape production using County personnel, equipment, or property. Such representatives may order production to cease, upon determination that such activities: unduly impede government business or public access; conflict with previously scheduled activities; imperil public safety; violate provisions of the permit. The County Manager shall determine whether or not such activities shall be permitted to resume.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Steve Shiver
County Manager